



# Job Opportunity Bulletin

## Student Assistant

<b>Tenure/Timebase:</b>	Temporary/Intermittent
<b>Office/Location:</b>	California Commission on Teacher Credentialing Enterprise Technology Services Section 1900 Capitol Avenue Sacramento, CA 95814-4213
<b>Salary:</b>	Range A: \$1362 - \$1456/month Range B: \$1456 - \$1565/month Range C: \$1565 - \$1681/month Range D: \$1681 - \$1814/month
<b>Final Filling Date:</b>	May 17, 2006 or until filled
<b>Contact:</b>	Jason Chapman (916) 323-3455

---

### Duties:

Under the general direction of the Data Processing Manager III, the Student Assistant is responsible for the following:

- Provide help desk support and end-user desktop support. This includes answering the help desk phone, solving user information technology problems both over the phone and in person, periodic meetings with users, assessing user concerns, analyzing problems with user's systems, programs or network needs.
- Assist other LAN support staff in receiving, setting up and delivering new microcomputer systems or servers including software installation and hardware configuration within a LAN environment. Perform software upgrades and provide second-level microcomputer hardware and software troubleshooting support.
- Maintain and establish databases for inventories of hardware, software, repair services, purchases, vendors, users, training, etc.
- As a team member, assist in the acquisition, installation and monitoring of data communications hardware and software. Support network users, LAN support staff, data center staff and vendors in isolation of hardware and software network malfunctions and problem determination.
- Other related duties consistent with the goals and objectives of the projects to which student(s) are assigned, and with the mission of the California Commission on Teacher Credentialing.

---

**Conditions of Employment:** Fingerprint Clearance is required.  
Must be able to lift up to 40 pounds.

---

### Desirable Qualifications:

- Ability to work cooperatively and effectively with others
- Ability to follow oral and written instructions
- Demonstrated sense of responsibility for the job and good attendance
- Able to maintain strict confidentiality
- Good attendance, punctuality, and work attitude

---

### Who May Apply:

Individuals who currently attend an accredited college or university and are enrolled in not less than six semester units and possess the desirable qualifications listed above and have eligibility for appointment to the above classification (e.g., transfer, list or reinstatement) may apply. The appointment is subject to the State Restriction of Appointment (SROA).

---

**Important Note:**

Interested applicants must submit a State Application (STD 678) to the above address, Attn: Jason Chapman. The applications will be screened and only the most qualified applicants will be invited for an interview.

*The California Commission on Teacher Credentialing is an Equal Opportunity Employer to all regardless of race, color, creed, national origin, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.*